

Minutes of the 2024 annual meeting of Nuneham Courtenay Parish Council held on 7th May 2024 at the Village Hall

The Chair opened the meeting at 7.05pm.

Parish Councillors present: Charlie Vicary, John Peters (Chair) and Mandy Rigault (Vice-Chair).

Also present: one parishioner.

In attendance: Geoffrey Ferres (Clerk).

24/1. Election of Chair for 2024-25

The Council **elected** Cllr Mandy Rigault and **agreed** to permit her to make her declaration of acceptance of office at or before a future meeting as the Clerk had failed to bring a form for her to sign.

Action: Clerk and Chair.

24/2. Election of Vice-Chair for 2024-25

The Council **elected** Cllr Charlie Vicary.

24/3. Apologies for absence

Cllr Madhvi Saini (childcare).

The Council **agreed** to accept Cllr Madhvi Saini's reason for absence.

24/4. Declarations of interest

None.

24/5. Minutes of the last ordinary Council Meeting

The Council **approved** the minutes of the Council Meeting held on 5th March 2024, and the Chair then signed them and initialled each page.

Actions: Clerk to publish signed minutes on Council's website

24/6. Minutes of the extraordinary Council Meeting held on 17th April 2024

The Council **approved** the minutes of the extraordinary Council Meeting held on 17th April 2024, and the Chair then signed them and initialled each page.

Actions: Clerk to publish signed minutes on Council's website

24/7. Public participation

None.

Initialled: AMR

Date: Tuesday 18th June 2024

Other Annual Meeting Business

24/8. Co-option to fill vacancy

The Council **agreed** to co-opt Judy Eden and to permit her to make her declaration of acceptance of office at or before a future meeting as the Clerk had failed to bring a form for her to sign.

Action: Clerk and Cllr Judy Eden

24/9. Standing Orders

The Clerk advised the Council that its existing Standing Orders might need to be revised to take account of changes to the Model Standing Orders published by the National Association of Local Councils.

The Council **agreed** to the Clerk's recommendation to defer this item to the next meeting. **Action: Clerk**

24/10. Financial Regulations

The Clerk informed the Council that the Oxfordshire Association of Local Councils had distributed five days ago a new set of Model Financial Regulations published by the National Association of Local Councils.

The Clerk said he would need to study these and advise the Council what amendments they should make to their own Financial Regulations. The Council **agreed** to the Clerk's request to defer this item to the next meeting.

24/11. Code of Conduct

The Council **re-adopted** the existing Oxfordshire model Code of Conduct without amendment.

24/12. Complaints Procedure

The Council **re-adopted** its existing Complaints Procedure without amendment. **Action: Clerk to update Council's website**

24/13. Grants Policy

The Council **re-adopted** its existing Grants Policy without amendment. **Action: Clerk to update Council's website**

24/14. Employee Salary Procedure

The Council **re-adopted** its existing Procedure for the Payment of Salary of Council Employees without amendment.

Action: Clerk to update Council's website

Initialled:



Date: Tuesday 18th June 2024

24/15. Privacy Notice (and Data Protection Policy)

The Council **re-adopted** its existing Privacy Notice (and Data Protection Policy) without amendment.

Action: Clerk to update Council's website

24/16. Guide to Information and Schedule of Fees

The Council **re-adopted** its existing Guide to Information and Schedule of Fees without amendment.

Action: Clerk to update Council's website

24/17. Register of Assets

The Council **approved** an updated Register of Assets put forward by the Clerk in his capacity as Responsible Financial Officer.

24/18. Financial Risk Assessment

The Clerk advised the Council that it should consider amending its existing Financial Risk Assessment to take account of its first receipt of Community Infrastructure Levy.

The Council **agreed** to the Clerk's recommendation to defer this item to the next meeting. **Action: Clerk**

24/19. Bank Mandate

The Council **agreed** that the Chair, Cllrs John Peters and Madhvi Saini, and the Clerk should continue to be signatories.

24/20. Standing Orders and Direct Debits

The Council **confirmed** its existing annual variable direct debit agreements with:

- South Oxfordshire District Council for a garden waste bin kept at the churchyard
- The Information Commissioner's Office for the annual fee.

24/21. Dates and venues for Ordinary Council Meetings 2024-25

The Council provisionally **agreed** to hold its next meeting on Tuesday 18th June 2024 and **approved** the other dates proposed by the Clerk for Ordinary Council Meetings up to the next annual meeting in May 2025.

The Council **agreed** to Cllr Judy Eden's request to change the start-time of its meetings from 7pm to 7.30pm.

24/22. Roles and Responsibilities

The Council **reappointed**:

- a) The Chair as its Parish Transport Representative

Initialled:



Date: Tuesday 18th June 2024

- b) The Chair as its representative on what has been known as the SG42 Steering Group
- c) Cllr John Peters as its representative on the Vale and South Oxfordshire Neighbouring Parish Councils Joint Committee.

Audit 2023-24

24/23. End of Year Bank Reconciliation 2023-24

The Council **noted** the bank reconciliation at the end of the financial year presented by the Clerk in his capacity as Responsible Financial Officer and signed by the Chair.

24/24. Review of Systems of Internal Control 2023-24

The Chair reported that she and the Clerk had met on 30th April and had carried out the review, and they would present their report to the next meeting. **Action: Clerk**

24/25. Internal Auditor's Report 2023-24

The Council **deferred** this item to a future meeting as the Internal Auditor has not yet completed work.

24/26. Certificate of Exemption from External Audit for 2023-24

The Council **deferred** this item to a future meeting as the Internal Auditor has not yet completed work.

Other Urgent Business

24/27. County Councillor's report

None.

24/28. District Councillor's report

None.

24/29. Planning Applications

None.

24/30. Finance

The Council **approved** the following payment:

➤ £51.80 Geoffrey Ferres, 2023-24 Q4 Clerk expenses.

The Chair and Cllr John Peters signed the payment and initialled the supporting paperwork.

Initialled: 

Date: Tuesday 18th June 2024

24/31. Informal consultation – Proposed changes to the road linking the A4074 to the B4015

The Council **agreed** to inform the County Council that it preferred Option1 of the two alternative proposals for changes to the unnamed road connecting the A4074 to the B4015 Oxford Road, adjacent to the Golden Balls roundabout:

- Right turn from the southbound A4074 prohibited.
 - Separating “island” to be extended to prevent the manoeuvre, as far as possible.
 - Access to unnamed road to remain open to northbound A4074 traffic.
- Councillors expressed concern that if the County Council chose Option 2 and the road were closed to through traffic, it might attract caravans and abandoned vehicles. **Action: Clerk**

The meeting closed at 7.57pm

Signed: 

Date: Tuesday 18th June 2024

Initialed:

Date: Tuesday 18th June 2024